

PAY POLICY

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Version	Date	Description of Change
1.0	1/10/2018	Updated Policy
1.1	1/10/2019	New Pay Rates
1.2	1/10/2020	New Pay Rates
1.3	21/3/2021	New Support Staff Pay Rates
1.4	17/5/2022	New Central Rates / Real Living Wage
1.5	7/11/2022	New Teacher & Support Rates
1.6	31/3/2023	Updated Upper Pay Scale
1.7	1/9/2023	Teacher/central pay progression added Dec as the pay period p7, p18
	6/11/23	Exceptional performance at top of scale p8 Updated Teacher Pay Rates p9-p15 agreed with School Teachers Pay & Conditions 23 Added Support Staff Apr 23 pay rates p22/p23

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Principles

Bradford Diocesan Academies Trust (BDAT) aspires to be an employer of choice who will always strive to pay its workforce fairly, equitably, and competitively. The Trustees seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and contribution to academy life.

Where pay rises are announced nationally for both teachers and support staff, the Trustees undertake to pass on pay rises where they are funded and affordable. There is no desire to migrate from national pay scales, however the Trustees reserve the right to consult on doing so in the future should the fiscal conditions necessitate such a move.

1. Introduction

The statutory pay arrangements for teachers give significant discretion to Trustees to set the pay in academies. The School Teachers' Pay and Conditions Document (STPCD) since September 2004, has placed a statutory duty on Trusts to have a Pay Policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. Trusts are also recommended within their Pay Policy to stipulate their procedures for determining the pay of support staff. This should ensure fair and equitable treatment for all staff and minimise the prospect of disputes and legal challenge of pay decisions.

In accordance with STPCD the Trust will ensure that a teacher's pay is assessed in accordance with the principles set out in this document.

The pay for support staff is arranged in accordance with the principles set out in local government pay scales (determined locally) and the applicable conditions of service. The Trust has delegated powers to determine the pay of all support staff (School Standards and Framework Act 1998).

1.1 Statement of Intent

This policy will be applied to the pay of all staff employed to work in the Trust. The prime statutory duty of Trust Board is to "conduct the school with a view to promoting high standards of educational achievement at the school". This Pay Policy is intended to support that statutory duty.

1.2 General Provisions

The Pay Policy will comply with the provisions of The Equality Act 2010/12, The Employment Rights Act 1996, The Employment Relations Act 1999, and The Employment Act 2002, as well as The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Employment Act 2008, and the relevant ACAS code of practice (regarding dispute resolution), The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Agency Workers

Regulations 2010. The Trustees will promote equality in a manner consistent with its duty under Section 149 Equality Act 2010, particularly regarding all decisions on the advertising of posts, appointing, promoting, and paying staff, training, and staff development. BDAT as an “Employer of Choice” will pay as a minimum the Real Living Wage.

1.3 Consultation & Review

The Trustees consult trade unions on their Pay Policy and the Board of Trustees review it each year or when other changes occur to the document to ensure that it reflects the latest legal position. For teachers, the Pay Policy, wherever possible and affordable, should comply with the current STPCD or National Joint Council for Local Government (NJC) and the accompanying statutory guidance, except as where specifically stated in contracts. The Pay Policy should be used in conjunction with statutory policy but in the event of any inadvertent contradictions the contract will take precedent. Each member of staff and each governor will be given access to a copy of the final Pay Policy.

1.4 Budget

All statements relating to the exercising of discretions are statements of principle and their implementation is reliant on the availability of funding – both currently and in future years. However, the Local Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible staff. Academies should incorporate an element of funding into their budget planning to reflect annual pay awards and increments.

2. Teachers' Pay

2.1 Determining Pay on Appointment of Teaching Staff

The Local Governing Body will determine the pay range for any vacancy, including additional pay elements (e.g., recruitment or retention payments, out of academy hours learning, permanent support for other academies, initial teacher training) previously paid separately to basic pay, whether teacher, or member of the leadership group, prior to such a vacancy being advertised and state this in the advert for the post. *(the exception to this is the Principal or Headteacher- See Section 2.2)*

Only temporary additional payments will be paid separate to basic pay. On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Local Governing Body, when making this determination, shall ensure that no teacher shall be awarded a salary that is less than the minimum or more than the maximum of the relevant pay range or ISR.

The Local Governing Body will normally match the salary point of any teacher on joining the school. Any exception to this must be clearly explained at the advertising stage.

In making such pay determinations, the Local Governing Body may take into account a range of factors, including:

- *The nature and responsibilities of the post*
- *The level of qualifications, skills and experience required*
- *The wider school context*

NB *These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments.*

2.2 Determining Pay on Appointment - Headteacher/Principal/Head of School/Exec. Head

The Trust Board will determine the pay range for any headteacher vacancy utilising the latest School Teachers Pay and Conditions, subject to clause 1.3, [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-teachers-pay-and-conditions) , the determined pay range will be stated in the advert for the post.

The Trust Board makes final HR decision on the appointment of a Headteacher/Principal/Head of School/Executive Head Teacher. The CEO, Chair of Local Governing Body, any Executive Principal and Education Director may be included as a member of the selection panel and decision panel.

2.3 Determining Pay on Appointment – Deputy Headteacher/Assistant Headteacher

The Local Governing Body will determine the pay range for any vacancy, including additional pay elements (e.g., recruitment and retention payments). They will also consider the leadership pay structure for the academy. The determined pay range will be stated in the advert for any post. The LGB makes the final decision on the appointment of a Deputy Headteacher/Assistant Headteacher. The Education Director, Chair of Local Governing Body, any Executive or Consultant Principal and Principal must be included as a member of the selection panel and decision panel.

2.4 Pay Reviews (Teachers/Head Teachers/Principals/Head of School/Executive Head)

All School Teacher salaries (including the Leadership Group) will be reviewed annually to take effect from 1 September, subject to clause 1.3 of the Pay Policy.

Teacher salaries will be reviewed in accordance with the criteria detailed in the annual DfE STPCD. Any performance decisions relating to the pay assessment for 1 September each year should be made by **31 October** at the latest, approved by the LGB and back dated to 1 September in the December pay run.

For Headteachers/Principals/Head of School the pay decisions relating to the performance assessment for 1 September each year are reviewed by the Remuneration Committee; for whom the deadline is **31 December** at the latest, *(if performance assessment is completed in December then payment would default to January pay run)* approved by the Board and back dated to 1 September in the December pay run.

Pay Assessments may be carried out at other times where appropriate according to the terms of the STPCD (e.g., whenever a teacher takes up a new post on a date other than 1 September).

All teachers will be provided with a written statement of their salary determination at the earliest opportunity and no later than one month after the determination. They will receive this written statement regardless of whether or not an increment in pay is awarded. A model pay statement for Classroom Teachers is given as an appendix to this policy (*appendix 1*).

2.5. Pay Progression

2.6 Pay Progression based on Performance.

(These assessments should be carried out in accordance with the agreed performance management and appraisal process).

All teachers can expect to receive regular, constructive, feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps enhance their professional practice. The arrangements for teacher appraisal are set out in the agreed Trust Appraisal Policy.

The evidence used to determine pay should be that used to inform the performance management/appraisal decisions. This can be obtained from a variety of sources including observations of practice, student progress data etc. Decisions regarding pay progression for teachers will be made with reference to the teachers' professional standards and Headteacher standards, appraisal reports and the pay recommendations they contain.

The possible outcomes regarding pay are:

- **The appraisal cycle has been judged to be unsuccessful – no increment is awarded** (*teacher has not demonstrated that they are competent in all the teacher/headteacher (as appropriate) standards and have not been judged as having a successful performance appraisal*)
- *A **“no progression”** determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the concerns have not been sufficiently addressed through appropriate support provided by the academy.
- **The appraisal cycle has been judged to be successful – an increment is payable** (*teacher/Headteacher has demonstrated that they are competent in all the teacher standards and have been judged as having a successful performance appraisal*)
- **The appraisal cycle has been judged to be successful, with exceptional performance - an increment is payable, and consideration may be given to awarding an additional increment. The evidence to support this additional increment should be evidenced in the performance management review document. The award of an additional increment point requires Board approval.** (*Teacher/Headteacher has demonstrated that they are competent in all the teacher standards, have been judged as having a successful performance management, and performance has been exceptional*). Where a staff member is at the top of their pay scale a discretionary 1 year only bonus (equivalent to a 1 scale point) may be awarded with Trust Board agreement.
- **The appraisal cycle has been judged to be successful. Teacher is top of scale.** (*Teacher has opportunity to apply for Upper Pay Scale if they are on Main scale, if they don't want to move then they would only receive any nationally agreed “Cost of Living” increase. This is the same for teachers on the top of scale on Upper Pay Scale and Leadership.*)

The assessments of performance will follow the performance management cycle as outlined in the agreed appraisal policy.

2.7 Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the academy's Appeals committee. Hearings will follow the standard grievance procedure.

2.8 Teachers on the Main Pay Range

The Trust will use a scale with a range of points as per table below:

Point	Annual FTE Salary
1 (Main pay range minimum)	£30,000
2	£31,737
3	£33,814
4	£36,051
5	£38,330
6 (Maximum of range)	£41,333

Eligible main pay range teachers will be automatically considered for progression and no formal application is necessary. However annual pay progression teachers will have to be judged as having a successful performance appraisal. This includes competency in the Teachers' Standards and good progress towards set objectives.

Where there has been exceptional performance during the appraisal period, the Governing Body can make a request to the Board to approve an enhanced pay progression. However, where there have been performance related concerns raised with the teacher (in writing at the time), **and these have not been sufficiently addressed**, the appraisal will be judged as unsuccessful, and no pay progression will be awarded. (Where an individual has been unable to achieve a successful appraisal cycle and the reasons for this are beyond the control of the member of staff, or there have been extenuating circumstances (see 2.19), the governing body has the discretion to award an increment if they so wish.)

2.9 Teachers on the Upper Pay Range

The Trust will use a scale with a range of points as per table below:

Point	Annual FTE Salary
1 (Upper pay range minimum)	£43,266
2	£44,870
3 (Upper pay range maximum)	£46,525

When making a determination regarding a teacher's progression through the upper pay range, account of Teacher's Standards, the Appraisal policy and supporting documentation must be considered.

2.10 Applications for the Upper Pay Range

Any teacher may apply to be paid on the Upper Pay Range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

Teachers will normally be considered for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range.

All applications should include two years of evidence, the results of reviews or appraisals, including any recommendation on pay. In the event that this information is not available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria can be provided by the applicant instead.

Applications to be paid on the Upper Pay Range may be made once a year and must be made in writing, to the Head Teacher/Principal/Head of School, no later than 31 October in any year.

Applications will be successful where the Headteacher is satisfied:

- a) That the teacher is highly competent in all elements of the relevant standards; and
- b) That the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

To support Headteachers in making a judgement and teachers forming an application, BDAT will apply the following definitions:

- **Highly Competent** means:

The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the teachers' standards in the particular role they are fulfilling and the context in which they are working.

- **Substantial** means:

The teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school or Trust wide improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

- **Sustained** means:

In relation to a UPR application only, the teacher must have had at least two consecutive completed appraisal reports and have made good progress towards their objectives during both years within this period.

2.11 Progression within the Upper Pay Range

Once a teacher has moved onto the upper pay range, they can apply for further progression every 2 years until they reach the top of the pay range. They must be able to demonstrate that they are secure in the relative career stage expectations and should evidence their application as they collated their evidence when originally applying for UPS.

2.12 Unqualified Teachers Pay Range

The Trust will use a scale with a range of points as per table below:

Point	Annual FTE Salary
1 (unqualified teacher pay range minimum)	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6 (unqualified teacher pay range maximum)	£32,134

In order to progress through the Unqualified Teachers' pay range, the member of staff will have to show that they have made good progress towards their objectives. Judgements will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing impact on student progress
- an increasing impact on wider outcomes for children
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school

2.13 Leading Practitioners Pay Range

The Trust will use a scale with a range of points as per table below:

Point	Annual FTE Salary
1 (Leading Practitioner minimum range)	£47,417
2	£48,606

3	£49,819
4	£51,058
5	£52,330
6	£53,642
7	£55,088
8	£56,357
9	£57,765
10	£59,250
11	£60,785
12	£62,187
13	£63,741
14	£65,331
15	£66,956
16	£68,737
17	£70,314
18 (Leading Practitioner maximum range)	£72,085

In order to progress within the Leading Practitioner range would have to demonstrate good progress with their objectives, a Leading Practitioner must also be able to demonstrate:

- that they are an exemplar of teaching skills, which should impact significantly on student progress, within school and the wider community, if relevant
- that they have made substantial impact on the effectiveness of staff and colleagues, including any specific elements of teaching practice that has been highlighted as in need of improvement
- that they are highly competent in all aspects of Teachers' Standards
- that they have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that have contributed to school improvement

2.14 Leadership Pay Range

The Trust will use a scale with a range of points as per table below:

Point	Annual FTE Salary	Point	Annual FTE Salary
1 (Leadership min.)	£47,185	22	£79,112
2	£48,366	23	£81,070
3	£49,574	24	£83,081
4	£50,807	25	£85,146
5	£52,074	26	£87,253
6	£53,380	27	£89,414
7	£54,816	28	£91,633
8	£56,082	29	£93,902

9	£57,482	30	£96,239
10	£58,959	31	£98,616
11	£60,488	32	£101,067
12	£61,882	33	£103,578
13	£63,430	34	£106,138
14	£65,010	35	£108,776
15	£66,628	36	£111,470
16	£68,400	37	£114,240
17	£69,970	38	£117,067
18	£71,729	39	£119,921
19	£73,509	40	£122,912
20	£75,331	41	£125,983
21	£77,195	42	£129,140
		43 (Leadership max)	£131,056

Progression within a leadership range is based on successfully meeting objectives through the appraisal process.

The LGB approves all progression of leadership within the academy with the exception of the Headteacher/Principal/Head of school/Executive Head.

2.15 Early Career's teachers (ECT's)

The decisions made in relation to the pay of ECTs will be made via the statutory induction process and will link with BDAT People to ensure correct registration has taken place. The pay progression made in relation to ECTs need to reflect the reasonable expectations placed on them as an ECT and will start at Main Scale 1. They will progress at the annual review to Main Scale 2.

2.16 Teaching and Learning Responsibility Payments (TLRs)

The Governing Body will award TLRs as indicated in the school staffing structure and in accordance with the relevant paragraphs of the STPCD. The Local Governing Body will consult staff and the relevant Trade Unions on any proposed changes to the TLR structure. Where the Local Governing Body wish to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 as per the relevant paragraphs of the STPCD.

The Trust will determine what rate each level of TLR will be payable at within the range:

Teacher Learning Responsibility (TLR)	Range of TLR FTE Salary
1	£9,272 - £15,690
2	£3,214 - £7,847
3	£639 - £3,169

2.17 Special Needs Allowance

The Governing Body will award an SEN allowance in accordance with the range specified in the STPCD. Where a SEN allowance is to be paid, the Governing body will determine the spot value of the allowance in accordance with the STPCD.

2.18 Acting Allowances

Where a teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period of more than four working weeks, they will be paid at an agreed point to reflect the increased responsibility. In the case of those members of staff acting up into a post with a TLR for a period exceeding four working weeks they will receive the full amount of the TLR. Payments will be due from the day on which the teacher assumed those duties.

2.19 Sickness & Maternity

Long term absence (including, but not limited to, Maternity Leave and long-term sick leave due to disability) are still eligible to be considered for pay progression. The upper pay scale employees still need to demonstrate that they can meet the necessary criteria.

The Local Governing Body can consider the extension of pay during periods of sickness or Maternity Leave. Application will be to the relevant committee.

2.20 Other Discretionary Payments

The Trust has the discretion to make payments to teachers for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of the school) and voluntary CPD outside of the school day. Where such payments are of a permanent nature, they will be incorporated into basic pay for new appointments. Existing arrangements will continue until such time as significant changes are made to the roles. Only Leading Practitioners and members of the leadership team can be required to deliver initial teacher training activities.

2.21 Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; period of employment for less than a day being calculated pro-rata.

Teachers who are employed to teach for the full teaching day will be paid at a daily rate of 1/195th of the annual pay they would receive if engaged on a regular contract. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will

then be divided by 195 then divided again by the proportion of the full teaching day which they teach to arrive at the hourly rate.

2.22 Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The governance board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a fulltime teacher in an equivalent.

2.23 Safeguarding Pay

BDAT will operate salary safeguarding arrangements in line with the provisions of the latest School Teachers' Pay and Conditions Document. There will be no safeguarding of TLR3 payments.

2.24 Recruitment & Retention

The Trust may make such payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. Where the school is making one or more such payments, they must be clear about how long this will last for and review this on a regular basis. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher must be taken into account when determining the pay range. Where the Trust pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous agreement, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this agreement.

Support Staff

3.0 Support Staff

The Finance & Resources Committee (FARC) will review and assess the affordability of the annual pay review in conjunction with the Local Government Association and Joint Unions. (appendix 2 for Support Staff Pay Rates). BDAT as an “Employer of Choice” agrees to pay the Real Living Wage as a minimum for all staff.

3.1 Determining Pay on Appointment

The Local Governing Body will determine the pay range for any vacancy. This is determined through similar or comparative roles within the academy or alternatively through benchmarking. This exercise is performed prior to advertising the vacancy.

On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Local Governing Body, when making this determination, shall ensure that the support staff member will be within the salary range offered.

In making such pay determinations, the Local Governing Body may take into account a range of factors, including:

- *The nature and responsibilities of the post*
- *The level of qualifications, skills and experience required*
- *The wider school context*

NB *These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments.*

3.2 Incremental Progression for New Starters

Starters, or changes to spinal column, between 1st September and 1st March receive an increment point as normal the following 1st September

Starters, or changes to spinal column, between 2nd March and 31st August are not entitled to an increment the following 1st September. They have to wait six months from the start date or change. Then, the following 1st September they will join the normal increment process

3.3 Pay Review

The Finance & Resources Committee (FARC) will review and assess the affordability of the annual pay review in conjunction with the Local Government Association and Joint Unions. This will occur on 1st April every year.

Pay determinations for members of the support staff will be based on the recommended pay bands for Local Authority staff and in accordance with their conditions of service at the time unless migration away from those bands has been agreed.

3.4 Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the academy's Complaints committee. Hearings will follow the standard grievance procedure.

3.5 Real Living Wage

The Real Living Wage is a UK wage rate that is voluntarily paid by UK businesses who believe their staff deserve a wage which meets everyday needs.

	National Minimum Wage – Over 23 years	Real Living Wage Over 23 years
1 April 2022	£9.50	£9.90
1 April 2023	£10.32	£10.90
1 April 2024	tbc	£12.00
Requirement	Statutory	Voluntary

3.6 Equalisation

This is determined when an employee leaves the organisation. The term time factor spreads the annual salary across the 12-month period allowing the employee to have 12 equal monthly salary payments. This calculation is based on the term time working and non-term time. During the year there will be periods where this favours the employee and others that favour the employer, however

if the employee leaves this determines the whether the equalisation is in favour of the employee or employer on the termination date.

Central Staff

4.0 Central Staff

The Finance & Resources Committee (FARC) will review and assess the affordability of the annual pay review in conjunction with the Local Government Association and Joint Unions. (appendix 3 for Central Staff Pay Rates)

4.1 Determining Pay on Appointment

The Remuneration Committee will determine the pay range for any vacancy with any additional payments (e.g., recruitment and retention payments). This is determined through similar or comparative roles within the academy or alternatively through benchmarking. This exercise is performed prior to advertising the vacancy.

On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Remuneration Committee, when making this determination, shall ensure that the staff member will be within the salary range offered.

In making such pay determinations, the Remuneration Committee may take into account a range of factors, including:

- *The nature and responsibilities of the post*
- *The level of qualifications, skills and experience required*
- *The wider school context*

NB *These options are for guidance only, are not intended to provide an exhaustive list and may not apply to all appointments.*

4.2 Incremental Progression for New Starters

Starters, or changes to spinal column, between 1st September and 1st March receive an increment point as normal the following 1st September

Starters, or changes to spinal column, between 2nd March and 31st August are not entitled to an increment the following 1st September. They have to wait six months from the start date or change. Then, the following 1st September they will join the normal increment process.

4.3 Centrally Employed Teachers/Directors

The Remuneration Committee scrutinises pay progression for central staff following an Appraisal review. Pay progression will be recommended to the Remuneration Committee by the CEO on advice from the Line Manager.

4.4 Pay Review

Central Staff will follow an annual performance review which is managed by their Line Manager. This review process will be completed in line with the Headteacher process and has to be completed by 31st October. All central staff progression payments are for the academic year and any agreed progression pay will be back dated to 1st September in the December pay run.

4.5 Review & Appeals

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussion with the decision-maker within 10 working days of notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal grievance process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should arrange a hearing within 10 working days to consider the staff member's grievances. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the academy's Appeals committee. Hearings will follow the standard grievance procedure.

4.6 Recruitment & Retention

The Trust may make such payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. Where the school is making one or more such payments, they must be clear about how long this will last for and review this on a regular basis. All other recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher must be taken into account when determining the pay range. Where the Trust pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous agreement, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this agreement.

4.7 Equalisation

This is determined when an employee leaves the organisation. The term time factor spreads the annual salary across the 12-month period allowing the employee to have 12 equal monthly salary payments. This calculation is based on the term time working and non-term time. During the year there will be periods where this favours the employee and others that favour the employer, however if the employee leaves this determines the whether the equalisation is in favour of the employee or employer on the termination date.

Appendix 1 – Model Statement of a Teacher's Salary

Name: _____
School: _____
Effective Date: _____

Position on pay scale awarded from 1 September

Position on pay scale from 1 September xxxx: _____

Value of point/s awarded: £ _____

***Allowances**

SEN allowance:

Value £ _____

Reason for Award (if discretionary):

Teaching and Learning Responsibility Payment

TLR 1 ☐ 2 ☐ 3 ☐ (*tick applicable*) Value £ _____

Nature of the significant responsibility for which it was awarded (complete, or attach a copy of the job description which includes this information)

If a TLR is awarded while the teacher occupies a different post in the temporary absence of a post-holder, the date or circumstances in which the TLR will come to an end

Please indicate the value of any payment(s) or benefit(s) which have been awarded, including the reasoning behind any award.

Payment <i>*Delete as applicable</i>	Reason for award	Value of payment or benefit
<i>* Residential duties (paragraph 25)</i>		
<i>* Additional payment (paragraph 26)</i>		
<i>*Recruitment and retention incentives and benefits (paragraph 27) indicating:</i> <ul style="list-style-type: none"> • whether a payment or other benefit has been awarded; • whether the payment or other benefit is for recruitment and/or retention purposes; • if a non-monetary benefit has been awarded, its notional value; and • when the award starts and ends. 		

***Safeguarding**

Safeguarded sum(s) *(include as applicable)*

Other safeguarding - *(type, nature and value of safeguarding)*

For former leadership group members who are moved to the classroom teachers' scale following internal re-organisation:

Reason for the determination	<hr/>
Date on which the determination implemented	<hr/>
Date on which the safeguarding period will end	<hr/>
Safeguarded sum	<hr/> £

Guidance on safeguarding can be found in latest STPCD.

The school's staffing structure and Pay Policy may be inspected at:

Total Salary:	<hr/> £
Signed on behalf of the Governing Body:	<hr/>
Name in capitals:	<hr/>
Date:	<hr/>

Appendix 2

NJC Increases (Apr 2022 - Mar 2024)									
Scales	Bands	Levels		1st Apr 2022 - 31st Mar 2023		1st Apr 2023 - 31st Mar 2024		Real Living Wage (1/4/24)	
				PA Salary	£/Hr	PA Salary	£/Hr		
Scale 1	Band 2	Level 1	1	20,258	10.50	Deleted 1/4/23		£12.00 - £23,152	
	Band 3		2	20,441	10.60	22,366	11.59		
	Band 4		3	20,812	10.79	22,737	11.79		
Scale 2			4	21,189	10.98	23,114	11.98		
Scale 3	Band 5	Level 2	5	21,575	11.18	23,500	12.18		
			6	21,968	11.39	23,893	12.38		
Scale 4	Band 6	Level 3	7	22,369	11.59	24,294	12.59		
			8	22,777	11.81	24,702	12.80		
			9	23,194	12.02	25,119	13.02		
			10	23,620	12.24	25,545	13.24		
Scale 5	Band 7		11	24,054	12.47	25,979	13.47		
			12	24,496	12.70	26,421	13.69		
			13	24,948	12.93	26,873	13.93		
			14	25,409	13.17	27,334	14.17		
			15	25,878	13.41	27,803	14.41		
			16	26,357	13.66	28,282	14.66		
			17	26,845	13.91	28,770	14.91		
			18	27,344	14.17	29,269	15.17		
Scale 6	Band 8		19	27,852	14.44	29,777	15.43		
			20	28,371	14.71	30,296	15.70		
S01		Level 4	21	28,900	14.98	30,825	15.98		
			22	29,439	15.26	31,364	16.26		
			23	30,151	15.63	32,076	16.63		
24	31,099		16.12	33,024	17.12				
25	32,020		16.60	33,945	17.59				
S02	P01		26	32,909	17.06	34,834	18.06		
27			33,820	17.53	35,745	18.53			
28			34,723	18.00	36,648	19.00			
29			35,411	18.35	37,336	19.35			
P02			30	36,298	18.81	38,223	19.81		
			31	37,261	19.31	39,186	20.31		
P03		32	38,296	19.85	40,221	20.85			
		33	39,493	20.47	41,418	21.47			
		34	40,478	20.98	42,403	21.98			
P04			35	41,496	21.51	43,421	22.51		
			36	42,503	22.03	44,428	23.03		
P05			37	43,516	22.56	45,441	23.55		
			38	44,539	23.09	46,464	24.08		
			39	45,495	23.58	47,420	24.58		
			40	46,549	24.13	48,474	25.13		
			41	47,573	24.66	49,498	25.66		
			42	48,587	25.18	50,512	26.18		
			43	49,590	25.70	51,515	26.70		
P06									

Special Rate A	1	48,583		50,508	
	2	49,569		51,612	
	3	50,571		52,496	
	4	51,452		53,376	
	5	52,347		54,273	
Special Rate B	1	51,583		53,509	
	2	52,459		54,385	
	3	53,361		55,285	
	4	54,257		56,183	
	5	55,142		57,067	
Special Rate C	1	54,481		56,407	
	2	55,374		57,299	
	3	56,280		58,206	
	4	57,095		59,021	
	5	58,051		59,977	
Special Rate D	1	59,173		61,097	
	2	61,607		63,533	
	3	64,162		66,089	
	4	66,481		68,407	
	5	68,916		71,685	
Special Rate E	1	70,134		72,060	
	2	72,571		74,497	
	3	75,007		76,932	
	4	77,442		79,368	
	5	79,879		81,805	

Appendix 3

Central Staff Pay Scales

BDAT Pay Range 1

BDO	Salary
1	22183
2	22366
3	22737
4	23114
5	23500
6	23893
7	24294
8	24702
9	25119
10	25545
11	25979
12	26421
13	26873
14	27334
15	27803
16	28282
17	28770
18	29269
19	29777
20	30296
21	30825
22	31364
23	32076
24	33024
25	33945
26	34834
27	35745
28	36648
29	37336
30	38223
31	39186
32	40221
33	41418
34	42403
35	43421
36	44428
37	45441
38	46464
39	47420
40	48474
41	49498
42	50512
43	51515

BDAT Pay Range 2

BDL	Salary
1	47185
2	48366
3	49574
4	50807
5	52074
6	53380
7	54816
8	56082
9	57482
10	58959
11	60488
12	61882
13	63430
14	65010
15	66628
16	68400
17	69970
18	71729
19	73509
20	75221
21	77195
22	79112
23	81070
24	83081
25	85146
26	87253
27	89414
28	91633
29	93902
30	96239
31	98616
32	101067
33	103578
34	106138
35	108776
36	111470
37	114240
38	117067
39	119921
40	122912
41	125983
42	129140
43	131056

BDAT Pay Range 2

BDL	Salary
44	134660
45	138364
46	142168
47	146079
48	150097
49	154226
50	158468

Appendix 4

THRESHOLD ASSESSMENT APPLICATION FORM

(For teachers eligible to progress to point 1 of the Upper Pay Scale from 1 September in any year)

Name	
Teacher Reference Number	

I certify that I was on point M6 of the Main Pay Scale for teachers on or before 1 September ____ and am eligible to apply for movement to point 1 of the Upper Pay Scale with effect from 1 September _____. To move up to and through the Upper Pay Scale two consecutive successful rounds of performance management are required.

The STPCD states that an application from a qualified teacher to UPS 1 will be successful where the relevant body is satisfied:

- The teacher is highly competent in all elements of the relevant standards.
- And the teacher's achievements and contribution to the school are substantial and sustained.

I understand that the decision on my progression will be based on my performance within the four Threshold Standards taking into account my most recent Performance Management Review statement and that my achievements and contribution to the school are substantial and sustained.

I have provided a summary of the evidence from my teaching practice below that I believe demonstrates how I have met the threshold standards. (Where evidence is available from Performance Management Review statement the information should be used to complete the relevant section in the application form).

Teacher signature	
Date	

I have provided a summary of the evidence from my teaching practice that demonstrates how I believe I have met the threshold standards.

**TO BE RETURNED TO THE SCHOOL PRINCIPAL/HEADTEACHER NO LATER THAN 31 OCTOBER.
APPLICATIONS RETURNED AFTER THIS DATE WILL NOT BE CONSIDERED.**

1. Core values, understanding of the curriculum and professional knowledge.		
Principal/Headteacher decision	Met	Not met
2. Teaching and assessment of learning.		
Principal/Headteacher decision	Met	Not met
3. Contribution to raising standards through pupil achievement.		
Principal/Headteacher decision	Met	Not met
4. Effective professional development.		
Principal/Headteacher decision	Met	Not met

Outcome	Progress to UPS	Do not progress to UPS
Principal/Headteacher signature		
Date		